



PARKS & RECREATION DEPT. FOOD VENDOR APPLICATION PACKET 2023

This is our vendor list for outdoor events with the Parks Department for 2023! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2023. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get appropriate notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out!

Luminary Walk

Friday, February 10th | 6:30 pm-8:30 pm

Mishawaka Riverwalk | Mishawaka, IN 46545

We will be hosting a lighted walk beginning and ending at the Biergarten with stations along the route for food & entertainment.

Registration Fee ends Wednesday, February 1st 2023: \$60.00

For the Win Food Truck Wednesday

Wednesdays, June and July, 2023 | 11 am – 2 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Enjoy a lunch break at the Biergarten!

June Month Fee: \$150 (\$30/week)

July Month Fee: \$120 (\$30/week)

Weekly Fee: \$40/week

Independence Day Celebration

Saturday, July 1, 2023 | 3 pm – 10 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day! Featuring live music, kid's games and activities, food, arts and crafts, local business vendors, and last, but certainly not least, spectacular fireworks! We are excited to have all types of vendors at this event!

Early Registration Fee end Friday, June 2, 2023:

\$210

Late Registration Fee end Friday, June 16, 2023:

\$410

Splish, Splash, Mish!

Saturday, July 22, 2023 | 12 pm – 4 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46544

We are excited to turn Merrifield Park into our very own water park! There will be inflatables, water attractions, sprinklers, and MORE!

Early Registration Fee end Friday, June 9, 2023:

\$120

Late Registration Fee end Friday, June 23, 2023:

\$320

Adult Field Day

Saturday, July 29, 2023 | 2 pm-6 pm

Heroes Park, 3200 Harrison Road | Mishawaka, IN 46544

It's time to feel like a kid again with our first-ever Adult Field Day! This 21+ event will bring out the kid at heart with games, competitions, inflatables and attractions only for adults! We are looking for a variety of food and beverage vendors for this event.

Early Registration fee ends Friday, June 16, 2023:

\$120

Late Registration Fee ends Friday, June 23, 2023:

\$320

Summer Dance

Monday, August 21, 2023 | 5 pm-8 pm

Battell Park, 301 W Mishawaka Ave. | Mishawaka, IN 46544

We are bringing back the end of Summer Dance! Our last Summer Concert Series in Battell Park will see the entire Bandshell turned into a dance to celebrate the last days of the season. We will have tables set up for people to eat, drink and enjoy the tunes, as well as a variety of senior-focused vendors.

Early Registration Fee ends Friday, July 21, 2023:

\$90

Late Registration Fee ends Friday, July 28, 2023:

\$290

Monster Dash & Dance!

Friday, October 20, 2023 | 6 pm – 8 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Join us for a spooky fun run for kids! Kids will race down the plaza, ending with pumpkin decorating and a park dance party.

Early Registration Fee end Friday, September 22, 2023:

\$60

Late Registration Fee end Friday, October 7, 2023:

\$260

Winterfest

Saturday, December 2, 2023 | 6 pm – 9 pm

Ball Band Biergarten | 230 Ironworks Avenue | Mishawaka, IN 46544

Join Mishawaka Parks and Recreation as we celebrate the opening of our brand-new ice-skating ribbon and event center!

The event features free ice skating, Santa, a Christmas market, food trucks, carriage rides and more.

Early Registration Fee end Friday, November 3, 2023:

\$90

Late Registration Fee end Friday, November 10, 2023:

\$290



PARKS & RECREATION DEPT.
FOOD VENDOR APPLICATION PACKET 2023
VENDOR INFORMATION & RULES

FOOD & BEVERAGE

Vendors serving food and beverages only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Dept. Vendors will be accepted based on the items served.

FOOD VENDORS

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card or money orders accepted. Checks and money orders made payable to the City of Mishawaka.

Check-in & Set-up

Check-in and set-up times will vary for each event. A Park Representative will contact you prior to the event for details.

Booth Space

All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighted and not staked down into the ground, due to the irrigation systems.**

Closing & Tear Down

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details.

Parking

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

Refunds

Application fees received from accepted vendors are **non-refundable, no exceptions.**

Weather

All of these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48-hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations. Your vendor fee will be transferred to another event of your choosing should an event be cancelled.

***Note: Electric and water is available for food and beverage vendors ONLY.**



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FOOD VENDOR APPLICATION

Business/Booth Name: _____ Date: _____

Contact Name: _____ Contact DOB: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Indicate which festival group you are participating in.

Event	Food & Beverages	Food Truck Wednesday	Food & Beverages
Luminary Walk		June – month	
Independence Day Celebration		July – month	
Spish, Splash, Mish!		Weekly: # of weeks	
Adult Field Day		Weekly: dates	
Summer Dance			
Monster Dash and Dance			
Winterfest			

Trailer Information

Serving Window Location: ☐ Long Side ☐ Short End ☐ Three Sides ☐ Other _____

Trailer Dimensions: Without Awnings or Hitch: _____ With Awnings or Hitch: _____

Electrical Requirements: 110 220 # of amps? _____ # of outlets _____

Can be hardwired? _____ Unit is self-contained? _____ Unit needs running water supply? _____

List menu items: _____

Food and beverage vendors must follow all St. Joseph County Health Dept. rules and regulations, as well as the Mishawaka Parks and Recreation Dept. rules and regulations. Below, list booth space requirements, including food trailer or truck dimensions with service window orientation, as well as electrical requirements, (i.e. electric can be hard wired, 110/20v, etc.). Supply trucks may remain onsite, but will be required to park away from the main festival area. _____

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Food and Beverage vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the undersigned to participate in the Mishawaka Parks and Recreation Dept. Special Events for 2022, the undersigned hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials by the undersigned and any other person as the result of participating in this event.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY: Payment Date: _____ Invoice#: _____ Amount Paid: _____